



PEN3AD 800-431-6886  
61657  
DEPOSITION  
EXHIBIT  
10/29/17

## PAX2 Divestiture Officer

### On the Job Training (OJT) Checklist

Key	
Shading	Indication
	Took must be avoided and/or demonstrated to potentially a delay placed in the box to indicate TSD met standards.
	Inclusive task may not be observable (and does not require a live demonstration), however, the QLT Monitor must ensure the TSD can articulate and/or demonstrate the procedure

TSO Name:	Michael Polson	Apport:	IAD
TSO ID:	Cynthia Manning	OUT Hours:	10
OUT Monitor:	Jermaine Tyrell	OUT Start Date:	15 Dec 2015
		OUT Completion Date:	07 Jan 2016

**Review of Task:** The OJT monitor and trainee will discuss and/or demonstrate each task. The OJT monitor places a date in this column to indicate that the trainee has attained requisite knowledge and is ready to be placed in the screening function in a monitored status.

**Meets standards:** The trainee will conduct the procedure and the OT monitor will observe and certify that the trainee has demonstrated the required task to standards.

	ISO Tasks	General Responsibilities	Review of Task	Meets Standards	Comments
A.	Define and locate the entrance to the security screening checkpoint.				
B.	Control the flow of individuals into the screening checkpoint in a manner that neither overcrowds the screening checkpoint nor unduly slows the screening process.				
C.	Engage approaching individuals with direction on proper divestiture procedures.				
D.	Answer security-related questions.				
E.	Manage and allow the movement of individuals from the public area to the sterile area.				
F.	When assigned to an Advanced Imaging Technology (AIT) lane, include as part of the AIT rotation.				
G.	Assist individuals in donning items for x-ray screening and help prepare them for the screening process.				
H.	Do not require individuals to remove prosthetic devices at any time during the screening process.				
I.	Allow individuals to voluntarily remove prosthetic devices to avoid undergoing additional screening by hopping. If the removal of their prosthetic deems this action necessary.				
J.	Monitor and manage the AIT and WTMD queue to include directing individuals to the WTMD during peak operational periods.				
K.	An individual can request to be screened by the AIT when he or she would have otherwise undergone WTMD screening, providing the individual is eligible for AIT screening as described in the Standard Operating				

RELEASE UNDER E.O. 14176, DEPARTMENT OF JUSTICE, OFFICE OF INSPECTOR GENERAL, REPORT NO. JDOIG-98-001, MAY 1998

TSA-000142





Shading	Key	Indication
		Task must be reviewed and/or demonstrated to proficiency and a call placed in the box to indicate TSO has attended.
		Indicates task may not be observable (and does not require a demonstration), however the QJT Monitor must ensure the TSO can articulate and/or demonstrate the procedure.

### III. Customer Service

## Review of Task

Meels  
Standards

## Comments

- A. Communicate with all individuals in a manner consistent with Transportation Security Administration (TSA) customer service expectations.

Note: The DO does not need to be a certified TSO, unless the name has an "AT" unit. When assigned to a lane with an "AT" unit, the DO is part of the AT creation and must be AT certified. However, a Federal Security Director (FSD) may authorize the use of a T-named, but non AT certified TSO as a DO under exigent circumstances. If your airport does not deploy a DO, the T-named on the checklist become part of the function of the WTMID Monitor. The two hours of observation time are already incorporated into the *WTMID Checklist*. This checklist must be completed along with the *WTMID Checklist*. The QLT Monitor should make an annotation on the top of each checklist indicating the combination of monitors.



Transportation  
Security  
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SECURITY STANDARDS INFORMATION

## PAX4 Standard Pat-Down (SPD) On the Job Training (OJT) Checklist

Standing	Key	Indication
		Task must be reviewed and/or demonstrated to proficiency and a date placed in the box to indicate TSO met standards.
		Indicates task may not be observable (and does not require a live demonstration), however the OJT Monitor must ensure the TSO can articulate and/or demonstrate the procedure.

TSO Name:	Michael Polson	Airport:	JAD
TSO ID:	Cynthia Manning	OJT Hours:	10
OJT Monitor:	Jermaine Tyrell	OJT Start Date:	15 Dec 2015
		OJT Completion Date:	07 Jan 2016

Review of Task: The OJT monitor and trainee will discuss and/or demonstrate each task. The OJT monitor places a date in this column to indicate that the trainee has attained requisite knowledge and is ready to be placed in the screening function in a monitored status.

Meets Standards: The trainee will conduct the procedure and the OJT monitor will observe and certify that the trainee has demonstrated the required task to standards.

TSO Tasks		Review of Task		Meets Standards	Comments
1. Preparation and Positioning					
A.	If the individual to be searched is traveling with a minor, do not separate him or her from the minor.	07 JAN 2016	07 JAN 2016		
B.	If the individual to be searched is a minor, an adult witness with a connection to the minor (parent, guardian, aircraft operator, escort, etc.) must be present during the search.	07 JAN 2016	07 JAN 2015		
C.	If the search is conducted in a private screening area, carry all of the individual's screened accessible property to the private screening area.	07 JAN 2016	07 JAN 2015		
D.	Do not allow the individual access to the property until the Standard Pat-down is complete and the individual is cleared.	07 JAN 2016	07 JAN 2016		
E.	Allow the individual to have another individual present. If it is justified.	07 JAN 2016	07 JAN 2015		
F.	Make every effort to position the individual so that he or she can see his or her accessible property, if applicable.	07 JAN 2016	07 JAN 2015		
G.	Put on a new pair of Transportation Security Administration (TSA) issued gloves.	07 JAN 2016	07 JAN 2015		
II. Assessment and Advisements					
A.	Advise the individual of the need to conduct the search and describe the process.	07 JAN 2016	07 JAN 2015		
B.	Use a hands-on demonstration of the sensitive area search procedures, and include an advisement that it will be necessary to touch sensitive areas of the body, and that the back of the hand will be used. For males this includes the groin and buttocks. For females this includes the groin, buttocks, and breasts.	07 JAN 2016	07 JAN 2016		

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## SELECTIVE SECURITY INFORMATION

	TSO Tasks	Review of Task	Meets Standards	Comments
C.	When demonstrating the pat-down procedure of the upper, inner thigh area, demonstrate the procedure in the air – not on the individual or on a Transportation Security Officer (TSO).	07 JAN 2016	07 JAN 2016	
D.	For those individuals eligible for expedited screening and others who must be searched using the Modified Standard Pat-down, modify the advancement and hands-off demonstration of the upper inner thigh area search accordingly.	07 JAN 2016	07 JAN 2016	
E.	Offer the individual a private screening:	07 JAN 2016	07 JAN 2016	
F.	1) Always have a TSA-provided witness of the same gender as the individual (such as a TSO, Supervisory Transportation Security Officer (TSO), Federal Security Director (FSD) staff member, Law Enforcement Officer (LEO), aircraft operator representative, or airport employee) present in the private screening area. If a witness of the same gender as the individual is not available, follow opposite gender screening procedures.	07 JAN 2016	07 JAN 2016	
G.	If the individual is unable to walk or stand for the duration of a Standard Pat-down, follow the procedures for screening an individual with a disability.	07 JAN 2016	07 JAN 2016	
H.	Assess the individual for items that must be divested before beginning the search.	07 JAN 2016	07 JAN 2016	
I.	Advise the individual to remove all items from all pockets (not just metallic items), as well as belts, shoes, wallets, and pockets.	07 JAN 2016	07 JAN 2016	
J.	1) Small items divested such as loose change, paper clips, hair clips, and sunne belts may be physically inspected by the TSO rather than submitted for x-ray examination.	07 JAN 2016	07 JAN 2016	
K.	2) Thin wallets and necklaces removed and held in the individual's hand during Advanced Imaging Technology (AIT) screening may also be physically inspected.	07 JAN 2016	07 JAN 2016	
L.	3) If an x-ray is not available (for example, a pat-down conducted as part of gate screening), physically inspect items.	07 JAN 2016	07 JAN 2016	
M.	If an individual is wearing non-burn fitting headwear, advise the individual of the need to conduct headwear screening procedures and what screening options are available.	07 JAN 2016	07 JAN 2016	
N.	Ask the individual if he or she has any areas on his or her body that may be sensitive or painful if touched, or if the or she is wearing any external or implanted medical devices.	07 JAN 2016	07 JAN 2016	
O.	1) If such sensitive or painful areas exist, use caution and [redacted] clean the area of prohibited items.	07 JAN 2016	07 JAN 2016	
P.	Always advise an individual before pulling or tugging on an article of clothing.	07 JAN 2016	07 JAN 2016	
Q.	Advise the individual to stand with his or her feet shoulder width apart and his or her arms outstretched and palms upward, unless he or she is wearing a shirt or a dress. Advise an individual wearing a shirt or a dress to stand in the step forward method stance.	07 JAN 2016	07 JAN 2016	





TSO Tasks		Review of Task	Min's Standards	Comments
e.	Visually inspect undocked arms and hands.	07 JAN 2016	07 JAN 2016	
b.	Visually and physically inspect items such as watches, jewelry, and rings.	07 JAN 2016	07 JAN 2016	
4)	Repeat the process for the other arm.	07 JAN 2016	07 JAN 2016	
E.	Back Drag at the top of one shoulder and slide one or both hands downward over the back, ending just below the waistline, without touching a sensitive area	07 JAN 2016	07 JAN 2016	
		07 JAN 2016	07 JAN 2016	
3)	Repeat the process for the other side, starting at the shoulder.	07 JAN 2016	07 JAN 2016	
F.	Slide the hands down the individual's sides from the armpits to just below the hips. Use one hand or both hands at the same time.	07 JAN 2016	07 JAN 2016	
G.	Waistline (back of body): If the individual's shirt is covering the waistband, ask him or her to raise and hold the shirt just enough to allow the search of the waistline.	07 JAN 2016	07 JAN 2016	
1)	search the entire waistband by pinching it between the thumb and forefingers and sliding to the next seam of the waistband.	07 JAN 2016	07 JAN 2016	
2)	To clear the clothed area behind the waistband, gently pull the waistband outward enough to use the front of one hand in a sliding motion to search the individual's clothed body behind the waistband. Do not touch bare skin.	07 JAN 2016	07 JAN 2016	
e.	Turn the waistband outward and search the entire waistband by pinching it between the thumb and forefingers. Use the front of one hand in a sliding motion to search the individual's clothed body behind the waistband. Do not touch bare skin.	07 JAN 2016	07 JAN 2016	
b.	Slide along the outside of the waist to the next seam of the waistband.	07 JAN 2016	07 JAN 2016	
H.	Bullocks: If the individual's pants are loose and baggy, ask him or her to grasp the pleats or belt loops and raise the pants as high as possible. If a disability or medical condition prevents an individual from doing this unassisted, ask for the individual's permission before attempting to raise the pants.	07 JAN 2016	07 JAN 2016	
1)	Use the back of the hands to conduct multiple downward slides on the buttocks starting at the waistband and continuing to the lower contour of the buttocks, covering from one side seam to the opposite side seam.	07 JAN 2016	07 JAN 2016	

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Transportation  
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SENSITIVE SECURITY INFORMATION

PAX4 Standard Pat-Down (SPD)  
On the Job Training (OJT) Checklist

Key	
Shedding	Indication
	Task must be reviewed and/or demonstrated to proficiency and a date placed in the box to indicate TSO met standards
	Indicates task may not be observable (and thus not require a live demonstration), however the OJT Monitor must ensure the TSO can instruct and/or demonstrate the procedure

TSO Tasks		Review of Task	Mail Standards	Commit
1. Legs (back of body): If the individual's pants are loose and baggy, ask him or her to grasp the pants or belt loops and raise the pants as high as possible. If a disability or medical condition prevents an individual from doing this unassisted, ask for the individual's permission before assisting to raise the pants. If the individual is wearing a flowing skirt, contour the skirt fabric to the individual's body.		07 JAN 2016	07 JAN 2016	
1) With the palms touching the legs, place one hand on the upper outer thigh and the other hand on the upper inner thigh.		07 JAN 2016	07 JAN 2016	
2) Carefully move the hand on the inner thigh upward until body resistance is met (where the leg and torso meet).		07 JAN 2016	07 JAN 2016	
3) Slide hands down the sides of the leg to the ankle.		07 JAN 2016	07 JAN 2016	
4) a. Do not reach around to the front of the leg.		07 JAN 2016	07 JAN 2016	
5) Repeat the process for the other leg.		07 JAN 2016	07 JAN 2016	
6. After searching the back and side areas of the individual, advise the individual to lower his or her arms and move to the front side.		07 JAN 2016	07 JAN 2016	
K. Search the front of the body using a sliding motion.		07 JAN 2016	07 JAN 2016	
L. Collar (front of body): Complete searching the collar, as necessary.		07 JAN 2016	07 JAN 2016	
M. Front torso down to waist: Begin at the top of the shoulder and slide either one or both hands downward over the torso ending just below the waistline, without touching a sensitive area.		07 JAN 2016	07 JAN 2016	
1) a. Do not reach around to the front of the leg.		07 JAN 2016	07 JAN 2016	
N. Breasts: When searching females, slide the front of the hand down to where the top of the breast begins.		07 JAN 2016	07 JAN 2016	
1) Press the outer side of one hand between the breasts and slide it down and underneath the breast in one motion. The back of the hand must be the portion of the hand that comes into contact with the sides of the breast.		07 JAN 2016	07 JAN 2016	
2) Repeat on the other side.		07 JAN 2016	07 JAN 2016	
3) Using downward sliding motions with the front of the hand, search the remainder of the front torso below the breast area ending just below the waistline, without touching a sensitive area.		07 JAN 2016	07 JAN 2016	
O. Waistline (front of body): If the individual's shirt is covering the waistband, ask him or her to raise and hold the shirt just enough to allow the search of the waistline.		07 JAN 2016	07 JAN 2016	
1) a. Do not reach around to the front of the leg.		07 JAN 2016	07 JAN 2016	
1) search the entire waistband by pinching it between the thumb and		07 JAN 2016	07 JAN 2016	

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Version 1.7

TSA-000149







# PAX4 Standard Pat-Down (SPD) On the Job Training (OJT) Checklist

Shading	Key	Indication
		Task must be removed unless demonstrated to proficiency and a date placed in the box to indicate TSO met standards.
		Indicates task may not be observed (and does not require a live demonstration). However the OJT Monitor must ensure the TSO can articulate and/or demonstrate the procedure.

TSO Tasks		Review of Task		Meets Standard	Comments
2)	If the individual is unable to remove his or her shoes, follow the procedures for individuals with disabilities and medical conditions.	07 JAN 2016	07 JAN 2016		
S.	Exposive Trace Detection (ETD) of Gloves	07 JAN 2016	07 JAN 2016		
1)	If the ETD does not alarm, the individual is clear.	07 JAN 2016	07 JAN 2016		
2)	If the ETD alarms, notify the STS.	07 JAN 2016	07 JAN 2016		
F	If a TSO has articulable belief that an individual may be concealing a prohibited item in a sensitive area that cannot be resolved using a Standard Pat-down, notify the STS.	07 JAN 2016	07 JAN 2016		
U.	After all areas of the body have been searched, all suspicious areas or alarms have been cleared, an ETD of Gloves and there is no alarm or any alarm has been cleared, the individual may be permitted to enter the sterile area or onboard an aircraft. Remind the individual to collect his or her screened personal property from the x-ray belt or private screening area, if applicable.	07 JAN 2016	07 JAN 2016		
V. Individuals Exempt from Standard Pat-down					
A.	For those individuals eligible for expedited screening and others who must be searched using the Modified Standard Pat-down, modify the bag area search as follows:	07 JAN 2016	07 JAN 2016		
1)	With the palms touching the legs (front or back), place one hand on the upper outer thigh and the other hand on the upper inner thigh.	07 JAN 2016	07 JAN 2016		
2)	Slide the hands down the sides of the legs to the ankle.	07 JAN 2016	07 JAN 2016		
3)	Conduct several slides to make sure to cover the entire front of the legs.	07 JAN 2016	07 JAN 2016		
5)	Repeat the process for the other leg.	07 JAN 2016	07 JAN 2016		
B.	For those individuals eligible for expedited screening and others who must be searched using the Modified Standard Pat-down, modify the waistline area search as follows:	07 JAN 2016	07 JAN 2016		
V. Individuals Wearing Shirts or Dresses					
A.	Advise an individual wearing a shirt or dress to stand in the Step Forward Method Stance. If the skirt is loose or has an elastic waistband, ask the individual to hold on to the waistband.	07 JAN 2016	07 JAN 2016		
B.	Conduct the shirt taping to the individual's body to anchor the pat-down.	07 JAN 2016	07 JAN 2016		
C.	Individuals wearing tight skirts should be searched as thoroughly as possible without touching unrolled areas.	07 JAN 2016	07 JAN 2016		
D.	Instruct the individual to stand in the positions described below to allow screening the individual's legs.	07 JAN 2016	07 JAN 2016		



Shading	Indication	Key
	Took must be reviewed and/or demonstrated to proficiency and a date placed in the box to indicate TSO met standards	
	Indicates task may not be observable (and does not require a live demonstration); however, the CJT Monitor must ensure the TSO can articulate and/or demonstrate the procedure.	

TSO Tasks		Review of Task	Meets Standards	Comments
1) Ask the individual to maintain the shoulder width position, take one step forward, and angle the heading foot outward. The size of the step will vary with each individual. Make sure the stance will allow searching from the top of the inner thigh.	07 JAN 2016	07 JAN 2016		
2) Ask the individual to step back, and then to step forward with the other leg extended out, with the heading foot angled outward.	07 JAN 2016	07 JAN 2016		
E. Conduct the Standard Pat-down as described in this checklist.	07 JAN 2016	07 JAN 2016		
F. If an individual wearing a light shirt cannot be searched, notify an STSO.	07 JAN 2016	07 JAN 2016		
VIII. Standard Pat-down Suspicious Area Resolution				
A. Preserve suspicious areas (areas where the TSO feels something on the body) as follows:	07 JAN 2016	07 JAN 2016		
1) If an actual or possible prohibited item is discovered, notify the STSO.	07 JAN 2016	07 JAN 2016		
B. If unable to feel whether an item is on the individual's body is hiding an item:	07 JAN 2016	07 JAN 2016		
1) Ask the individual if he or she has an item placed in the area and if he or she is able to remove it.	07 JAN 2016	07 JAN 2016		
a. If the individual removes an item, search the area again to verify there are no other anomalies.	07 JAN 2016	07 JAN 2016		
a. Divested items must be screened with x-ray or physical inspection.	07 JAN 2016	07 JAN 2016		
C. Continue the Standard Pat-down.	07 JAN 2016	07 JAN 2016		
C. If the individual does not remove an item or removal of the item does not clear the area, notify the STSO.	07 JAN 2016	07 JAN 2016		
VIII. Headwear Screening Procedures				
A. Advise an individual with non-form fitting headwear that if headwear is not x-ray screened, the following screening options are available. This does not apply to individuals eligible for expedited screening who have not eluded the Walk-through Metal Detector (WTMD) or have not been identified as secluding a prohibited item when undergoing AT screening.	07 JAN 2016	07 JAN 2016		
1) If the individual chooses to remove the headwear but will not allow it to be x-ray screened, [redacted] at the WTMD may be conducted.	07 JAN 2016	07 JAN 2016		
2) If the individual chooses not to remove the headwear:	07 JAN 2016	07 JAN 2016		
a. A Standard Pat-down of the headwear may be conducted.	07 JAN 2016	07 JAN 2016		
b. If the individual does not want the headwear to be touched, a Headwear Self Pat-down may be conducted.	07 JAN 2016	07 JAN 2016		
If the individual has not undergone metal detection screening, a Headwear Self Pat-down is not an option.	07 JAN 2016	07 JAN 2016		
3) Advise the individual that either a Standard Pat-down of the headwear or a Headwear Self Pat-down may be conducted in a private screening area.	07 JAN 2016	07 JAN 2016		

Transportation  
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## IDENTIFYING SECURITY INFORMATION

### PAX4 Standard Pat-Down (SPD) On the Job Training (OJT) Checklist

Key	
Shading	Indication
	Tank must be removed and/or dismantled to accessibility and a clear passage to the outside TSO not hindered.
	Indicates tank may not be observable (can't see not require a flow demonstration), however the QUT Monitor must ensure the TSO can adequately and/or demonstrate the procedure.

## TSO Tasks

## Review of Task

## Meets Standard

## Comments

8. If the individual chooses to remove the headwear

- 1) Visually and physically inspect the headwear to make sure no prohibited items are present. Pay particular attention to parts of the headwear thick enough to hide an Improvised Explosive Device (IED) or IED components.

- 2) If no suitable items are found, the headwear may be cleared.

## IX. Standard Pat-down of Headwear Procedures

- make sure no prohibited items are present.

- Apply enclosed measure to verify and no further tickets are present.

## X. Headwear Soft Pat-down Procedures

- A. Direct the individual to cross down all areas of his or her headwear.

- B. After the individual has pressed down on all areas of his or her headwear, obtain ET/D samples by sampling each of the individual's joints

- C. Request that the individual uncover three inches of his or her wrist by unrolling or sliding sleeves or clothing covering the wrist, if possible. With the individual's permission, take one swipe:

- 1) Lengthwise from three inches above the wrist to the end of the fingertip of the middle finger. If the individual is wearing long sleeves that cannot be uncovered, begin the swipe on the fabric of the sleeve.

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- 0 If the ETV sample alarms, notify the SISO.

- 1) The individual's headwear must be removed. Offer the individual this opportunity to remove his or her headwear in a private setting, area.

- 2 Conduct x-ray examination of the headwear
- 3 Conduct a Standard Pal-down of the individual.

## XI. Customer Service

[illegible]



### PAX4 Standard Pat-Down (SPD) On the Job Training (OJT) Checklist

Key	
Shedding	Indication
	Test must be repeated until demonstrated to proficiency and a date placed in the box to indicate TSO not adequate.
	Indicates test may not be observable (and does not require a live demonstration), however this QLT Monitor must ensure the TSO can articulate and/or demonstrate the procedure.

TSC Tasks		Review of Task	Meets Standards	Comments
A.	Communicates with all individuals in a manner consistent with TSA customer service expectations.	07 JAN 2016	07 JAN 2016	
XII. STISO Notification				
A.	Notify an STISO if one of the following occur:	07 JAN 2016	07 JAN 2016	
1)	An actual or possible prohibited item identified by an asterisk on the TSA Prohibited/Permitted Items List is discovered.	07 JAN 2016	07 JAN 2016	
2)	A suspicious area cannot be satisfactorily resolved.	07 JAN 2016	07 JAN 2016	
3)	An individual becomes hostile or unruly.	07 JAN 2016	07 JAN 2016	
4)	An individual departs the area before completing the screening process.	07 JAN 2016	07 JAN 2016	
5)	An individual requests to speak to an STISO.	07 JAN 2016	07 JAN 2016	
6)	An individual requests a private screening.	07 JAN 2016	07 JAN 2016	
7)	An individual refuses additional screening after causing a WTAMD to alarm.	07 JAN 2016	07 JAN 2016	
8)	An actual or possible prohibited item identified by an asterisk on the TSA Prohibited/Permitted Items List is discovered.	07 JAN 2016	07 JAN 2016	
9)	Any circumstance that prevents a TSO from properly conducting the screening function.	07 JAN 2016	07 JAN 2016	